

QUICK TIPS TO RECRUITMENT

Actions You Can Take to Speed the Process.

- Talk to your [HR representative](#) early on to plan for your recruitment strategy.
- Ensure position description current and accurate (and in automated system).
- Initiate recruitment process prior to employee departure or final approval of a personnel allowance amendment (PAA) when possible. For a newly established position, recruitment can begin as soon as a tentative classification and necessary funding have been established, but prior to the issuance of a PAA. For an established position that needs no changes, recruitment can begin well in advance of the actual vacancy.
- Develop rating and ranking criteria to be used in the selection process to ensure well qualified applicants make the certificate.
- Expedite interviews and selection process.

Management's Role in Recruitment. Recruitment planning is anticipating and using all available flexibilities and strategies to maintain your workforce. Your Human Resources Representative (CSA or HR Specialist) along with the Civilian Recruiting Team can help you through this process by further explaining strategies and helping to find easier ways to accomplish them. Responsibilities include determining a vacancy exists; choosing the right strategies to fill the position, defining and capturing the need (understanding the position, its functions, duties, responsibilities, and skill requirements), and initiating the fill action.

Questions to Ask Yourself to Get the Process Started.

- Is the need temporary or permanent?
- Does it need to be a full-time position (full-time, part-time, seasonal, intermittent)?
- Are the applicant sources internal?
 - Are there qualified applicants within the organization?
 - Do I have qualified candidates who can be placed into the position (on a temporary or permanent basis) without competition?
- Are the applicant sources external to the Federal civilian workforce?
- Are there resources that will assist in the job search?
- What collective bargaining agreement requirements are required?
- Can it be filled at the journey level or can it be structured as a developmental opportunity?
- Have Affirmative Employment goals been considered?
- Do I need to consider pay incentive flexibilities?
- Do I need to consider premium pay options?
- Will interviews be part of the selection process?
- Have I initiated the request to fill the position?

Initiating the Process. Prepare the SF-52 to initiate the process including providing appropriate documentation with appropriate approvals and submit to HR Office. Identify any conditions of employment or special considerations that should be considered in the recruitment process.

Making the Selection. When selecting a candidate for the vacancy, the manager's task is to select the best individual for the job among the eligible candidates. Remember to compare all candidates on the same criteria, consider awards, training, and education; make your decision based upon the job requirements. When available, use information such as the candidate's application, previous supervisor's recommendations, performance evaluations, and candidate interviews (optional but recommended).

Post-Selection Process. After a selection is made, your HR Representative will work with you to determine whether any pay incentives are necessary (pay flexibilities allow us to add incentives to the regular pay package in certain situations where we are having trouble hiring); schedule any pre-employment physicals or testing required; ensure appropriate security clearances are obtained; make an official job offer; arrange a reporting date and provide the selectee with appropriate in-processing forms, explain to selectee travel entitlements and other benefits; and in-process employees on the first day of work.

HIRING OPTIONS

The following list provides a brief description of internal and external hiring options. Contact your Command Staff Advisor/Human Resources Specialist for more information on these options.

Internal Candidates (current or former Federal civilian employees)

- **Detail.** Temporary assignments to a position, at the same, lower, or higher grade. No change in pay. The employee continues to officially occupy the position from which detailed.
- **Reassignment.** Assignment to a position at the same grade.
- **Change to Lower Grade.** Assignment to a position at a lower grade.
- **Transfer.** Movement from one Federal agency to another to the same or different grade.
- **Promotion.** Assignment to a position at a higher grade. May be made temporarily or permanent. Some temporary promotions may be made permanent without competition.
- **Career Ladder.** Restructured positions that are filled in a manner to allow an employee to develop, through training and assignments of increasing responsibility, into the journey level
- **Reinstatement.** Former Federal civilian employees who may be hired based on a previous permanent appointment.

External Candidates (the general public or temporary or term employees)

- **Delegated Examining Authority.** Examining authority delegated from the U.S. Office of Personnel Management (OPM) to the Coast Guard to issue vacancy announcements that are open to the general public, and to establish lists of qualified applicants.
- **Temporary Appointment.** Appointments made to fill short-term positions not expected to last more than one year. The appointment may be extended up to a second year.
- **Term Appointment.** An appointment expected to last more than one year for up to four years.
- **Veterans Employment Opportunity Act (VEOA).** An authority to appoint an eligible veteran who may not be otherwise eligible for other appointments, provided the agency advertises the vacancy beyond the agency.
- **Disabled Veterans.** Veterans who have a current notice of a service-connected compensable disability of 30% or more from the Veterans Administration;
- **Veterans Recruitment Appointment.** An authority to non-competitively hire certain veterans;
- **People with Disabilities.** Schedule A hiring authority to non-competitively hire people with disabilities;
- **Student Educational Employment Program.** Student program where the student attends school and works when not in school. May be temporary (Student Temporary Employment Program) or permanent (Student Career Experience Program);
- **Federal Career Intern Program.** A new two-year entry-level developmental program to attract highly qualified, diverse professional and administrative/management candidates at the GS-5/79 levels;
- **Presidential Management Intern Program (PMI).** A two year entry-level career development and training program designed to attract outstanding individuals at the graduate degree level who have a clear interest in, and commitment to a career in analysis and management of public programs. PMI's are hired at the GS-9 level and are put on an accelerated career track.

The [Recruitment Guide](#) provides more detailed information about considerations for the recruitment process